

0401
TO
RECORDS
ADMINISTRATIVE SERVICE

14 August 1952

Chief, Personnel Division (O)
(Attention: [redacted])
Deputy Chief, General Services

[redacted]

1. In accordance with telephone conversation between [redacted] of this office and [redacted] this is to advise that [redacted] has been serving as a microphotographer since he entered on duty in Administrative Service on 15 February 1952.

2. His title appears on the record as courier for the period from his entrance on duty in Administrative Service until 8 June 1952; however, inasmuch as he had had previous experience in a records center and we were badly in need of microphotographers in our Records Management and Distribution Branch, he was immediately detailed to that shop to assist in and learn the microphotography work in connection with the Records Management Program.

3. [redacted] services have been satisfactory to date, and it is believed that his promotion now pending from GS-3 microphotographer to GS-4 is warranted.

/s/ [redacted]

MEW/rk

cc: chrono

chf, Rec. Mgt. & Dist. Br. ✓

[redacted] pers. file